

All Cannings CE Primary School



Subject Access Request

In accordance with the General Data Protection Regulations, individuals are entitled to access information contained in their own personal data. In order to do this, a request must be made in writing to the school. Whilst we are happy to accept this in a variety of different written forms, e.g. hard copy, email, it would be helpful in fully understanding your request if the form below could be completed and returned to the school.

Name	
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i> • Your personnel file • Your child's medical records • Your child's behavior record, held by [insert class teacher] <i>Emails between 'A' and 'B' between [date]</i>	

Further Information

- We may ask for additional information to help us find the data covered by the request and we may ask for verification of identity if the person requesting the information is not known to the school.
- Whilst there will be no charge for the vast majority of requests, the school reserves the right to charge a fee of up to £10 if the request is complex and substantial.
- A request can be made via a third party such as a solicitor but we will require written authority from the individual to confirm that they are allowing someone else to act for them.
- If responding to a request involves disclosing information relating to another individual, the school will have to consider whether it is appropriate to disclose information to a third party

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Declaration

I declare that the information given in this form is correct and that I am the data subject, parent or agent.

Signed _____ Date _____